

Report for Week Ending 18 March 1959  
from  
RECORDS DISPOSITION BRANCH

1. Contributions

25X1 Received and approved revised items for OO/FBID records  
schedule. [ ]

2. Assignments

25X1 a. Filing Equipment [ ]

OP/Contract Personnel Division  
OP/Records Services Division  
OCR/Library  
Security/Building 13  
25X1 OO/Contact Division [ ]  
OO/FDD Translation Index  
EE/DD/P

No change from previous report.

Executive Secretary FE/DD/P

25X1 At the request of [ ] ARO/F/P Staff/RI/DD/P  
25X1 a demonstration of [ ] equipment has been arranged with the  
25X1 local [ ] representative.

b. Records Systems

Special Planning Assistant/DD/S [ ]

25X1

Transmittal of the Records Control Schedule, a Subject-Numeric Index, and the Vital Materials Schedule has been accomplished. At some future date a survey of the Emergency Plans files may be requested. Until such time project is complete.

c. Records Schedules

25X1 OO/FDD [ ] et al)

Revision of the records control schedule continues.

25X1 OCR [ ]

No change from previous report.

Support Staff Records/DD/P [ ]

25X1

Survey continues in FE.

d. Special Projects

Review of Clerical Training in Filing [ ]

25X1

No change from previous report.

Inventory of OSS Records/RI Archives [ ]

25X1

25X1

Briefed by [ ] who is in charge of RI Archives.  
Survey began as scheduled.

3. Vital Materials (Kane)

25X1

[ ] of DD/P accompanied last week's trip to the Repository to deposit and withdraw vital materials. Also, Mr. [ ] OCR who reviewed certain series of finished intelligence in the OCR collection.

25X1

Arrangements have been made with Mr. Patterson, State Department for three members of this staff to visit the State relocation site on Wednesday, 25 March.

25X1

[ ] DD/S/SPA, has arranged for us to meet with representatives of the Office of Secretary of Defense to discuss their Vital Material Program.

Microfilming--

Communications - approximately 50% complete.

OCR/GR - about 25% complete.

Comptroller - to begin in April.

4. News

25X1

[ ] transferred from this Branch to DD/P/NE area.

25X1

[ ] FBID is being briefed on the Records Management Program.

25X1